

# Report to Municipal Council



<b>Meeting Date:</b> December 11, 2024	<b>Report Date:</b> December 2, 2024
<b>Reason Before Council:</b> Policy Direction / Approval	<b>Priority:</b> Normal
<b>Department:</b> General Government	<b>Type of Meeting:</b> Regular Meeting

**Report Title:** 2024 Holiday Schedule

## Recommended Resolution:

That Council approved the following schedule:

### Office and Public Works:

- Mon, Dec 23<sup>rd</sup> - Regular hours
- Tue, Dec 24<sup>th</sup> - Regular hours
- Wed, Dec 25<sup>th</sup> - Closed
- Thu, Dec 26<sup>th</sup> - Closed
- Fri, Dec 27<sup>th</sup> - Closed (Staff using vacation time)
- Mon, Dec 30<sup>th</sup> - Regular hours
- Tue, Dec 31<sup>st</sup> - Regular hours
- Wed, Jan 1<sup>st</sup> - Closed
- Thu, Jan 2<sup>nd</sup> - Regular hours

### Public Skating & Shinny Schedule:

- Mon, Dec 23<sup>rd</sup> - Closed
- Tue, Dec 24<sup>th</sup> - Public Skating (**FREE**) – 11 am to 2 pm  
- Shinny – Open – 2 pm to 4 pm
- Wed, Dec 25<sup>th</sup> - Closed
- Thu, Dec 26<sup>th</sup> - Closed
- Fri, Dec 27<sup>th</sup> - Public Skating – 12 pm to 2 pm  
- Shinny – Open – 2 pm to 4 pm  
- Public Skating – 5 pm to 6 pm  
- Shinny – Open – 6 pm to 7 pm
- Sat, Dec 28<sup>th</sup> - Public Skating – 11 am to 2 pm  
- Shinny – Open – 2 pm to 4 pm
- Sun, Dec 29<sup>th</sup> - Public Skating – 11 am to 2 pm  
- Shinny – Open – 2 pm to 4 pm
- Mon, Dec 30<sup>th</sup> - Closed



Tue, Dec 31 <sup>st</sup>	- Public Skating ( <b>FREE</b> ) – 11 am to 2 pm - Shinny – Open – 2 pm to 4 pm
Wed, Dec 31 <sup>st</sup>	- Closed
Thu, Jan 1 <sup>st</sup>	- Public Skating – 11 am to 2 pm - Shinny – Open – 2 pm to 4 pm - Public Skating – 4 pm to 5 pm - Shinny – Open – 5 pm to 6 pm
Fri, Jan 2 <sup>nd</sup>	- Public Skating – 11 am to 2 pm - Shinny – Open – 2 pm to 4 pm - Public Skating – 4 pm to 5 pm - Shinny – Open – 5 pm to 6 pm

### **Options:**

1. Close early on both Dec 24<sup>th</sup> and Dec 31<sup>st</sup>, past practice was 2:30 pm. Review attached draft proposed Christmas and New Years Policy and considered adopting Policy.
2. Consider a holiday schedule that also includes the closure of the office between Christmas and New Years.
3. Whereas the Service Ontario office will be closed this year from December 20<sup>th</sup> to January 2<sup>nd</sup>, due to staff taking vacation time and no available trained staff to cover the counter, that Council consider extending the office closure starting December 24<sup>th</sup>, 2024 end of day to January 2<sup>nd</sup>, 2025.

### **Analysis & Background:**

This report is before Council as it impacts service delivery.

The only difference in the request this year that differs from previous years is the closure request of the office to the public on December 27<sup>th</sup>. Service Ontario is already closed due to staff taking vacation time (also closed Dec 30<sup>th</sup> & 31<sup>st</sup>).

Currently all office staff have sufficient left-over vacation days. This closure, if approved, will also be extended to operations staff with available vacation days and where feasible (i.e. weather conditions).

If the office is to remain open, the office would have to be staffed with at least two (2) staff on Friday, Dec 27<sup>th</sup>. Similarly, Dec 30<sup>th</sup> and 31<sup>st</sup> would also have skeleton staff in the office.

Neighbouring municipalities are closing completely between Christmas and New Years Day.



During the extended days off, we normally post the Director of Operations', Chief Administrative Officer's or alternate phone numbers to address any urgent concerns that residents may have. Currently no mail-out is possible. These numbers would be on the voicemail, posted on the office door and online on the website and Facebook.

**Attachments:**

- Proposed Policy HR-XXX Christmas and New Year's Policy

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